

CONFIDENTIAL

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This Notice Expires (One Year from Date of Issuance)

NOTICE

NO.

PERSONNEL

Draft 17 January 1957

THE BIOGRAPHIC PROFILE

1. This notice outlines the initiation of the system of Biographic Profiles for staff personnel.

2. A Biographic Profile (Form 1080) is a standardized digest of basic factual and evaluative data necessary for the day-to-day personnel administration of the Agency's people. It is designed for the use of supervisors, Operating Officials and Career Services in formulating and implementing decisions concerning the utilization and development of the individual when a complete review of the individual's Official Personnel Folder is not necessary. The Profile will support various programs and activities in the Agency, such as the competitive promotion program, assignment of personnel, selection of individuals for competitive development opportunities, and career planning for individuals. It includes a summary of background, education, experience, and training as well as evaluations and potential of an employee.

3. The Biographic Profile is prepared centrally according to predetermined standards from documented information on file in the Office of Personnel and in the Office of Training. The Profile is in two parts. Part I contains factual data and copies will be furnished, as appropriate, to those persons needing such information. Part II contains subjective and evaluative data extracted from official documents such as Fitness Reports, Career Preference Outlines, and Field Reassignment Questionnaires. Copies of Part II will be furnished on a much more limited EYES ONLY basis to designated officials upon proper justification. Copies of both Part I and Part II will be automatically furnished to Heads of Career Services concerned and to the Vital Materials Center.

4. The Director of Personnel is responsible for the preparation and maintenance of all Biographic Profiles, with production priorities determined by him on the basis of stated requirements by Heads of Career Services. Emphasis will be placed first on the preparation of Profiles for personnel at the GS-11 level. The Director of Personnel will ensure that each employee has an opportunity to review Part I of his Profile before it becomes an official document. It is the responsibility of each person to review Part I of his Profile in detail, making such changes as might be necessary, to reflect accurate and current data. If an individual is overseas at the time his Profile is prepared, a copy of Part I will be retained in the Central Processing Branch, Office of Personnel for his verification upon his return.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Deputy Director
(Support)

DISTRIBUTION: ALL EMPLOYEES